

**United States Bankruptcy Court  
Eastern District of Louisiana**

**Changes to Procedures for Issuing Summonses  
Effective November 8, 2010**

Summonses in an adversary proceeding can now be created automatically through CM/ECF. Therefore, it is no longer necessary for attorneys to prepare summonses or email them to the Clerk.

Effective November 8, 2010, when an adversary proceeding is filed, the Clerk's Office will issue the summonses and docket them in CM/ECF under "Summons Issued." Upon receiving email notification of the "Summons Issued," the attorney will download and print the summons and serve it according to the Bankruptcy Rules. Proof of service must then be docketed under the event code, "Summons Service Executed." The Clerk's office will continue to send summonses to non-represented plaintiffs by regular mail.

If additional summonses are needed, the requesting party should docket a request/letter under "Request for Issuance of Summons."

Please continue to submit prepared third-party and involuntary summonses by email to [summons@laeb.uscourts.gov](mailto:summons@laeb.uscourts.gov).